



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
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ForO P12000.1

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FORCE ORDER P12000.1

From: Commander
To: Distribution List
Subj: CIVILIAN PERSONNEL

Ref: (a) Federal Personnel Manual (FPM) (NOTAL)
(b) DOD 1400.25-M (NOTAL)
(c) OCPMINST 12335.1 (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To revise published policies and procedures regarding the administration of Marine Forces Reserve civilian personnel management program in accordance with the references.

2. Scope. The contents of this Order are applicable to all Civil Service employees attached to and serving with the Marine Force Reserve.

3. Background. This Order provides a quick reference for use in the management of civilian personnel. If more detailed information becomes necessary, the issue should be referred to the Human Resource Office, Naval Support Activity, New Orleans, LA for thorough analysis, and a proper application of the references.


4. Action. Department Heads and Supervisors of civilian employees will ensure full compliance with the this Order.

5. Recommendation. Recommendations concerning the contents of the Civilian Personnel Manual are invited and will be forwarded to the Commander, Marine Forces Reserve via the appropriate chain of command.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

ForO P12000.1

7. Certification. Reviewed and approved this date.


D. R. BELVAGE
Chief of Staff

DISTRIBUTION: A

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Subj: CIVILIAN PERSONNEL

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CIVILIAN PERSONNEL

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Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

CIVILIAN PERSONNEL

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CIVILIAN PERSONNEL

CHAPTER 1

ADMINISTRATION

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CIVILIAN PERSONNEL

CHAPTER 1

ADMINISTRATION

1000. Responsibility. The Assistant Chief of Staff, G-1 is charged with the responsibility of providing technical advice and assistance on civilian personnel matters to the Commander, Marine Forces Reserve.

1001. Correspondence. Correspondence concerning civilian personnel administration sent to off-station addresses, will be prepared by or routed via the AC/S, G-1. Under normal circumstances the AC/S, G-1 will represent this Command in all other contacts with agencies where topics under discussion relate to administration of civilian personnel.

1002. Normal Scheduled Workweek and Work Hours. A regular workweek will be scheduled in advance for all employees, except in specific individual cases approved by the Commander. The normal scheduled workweek for employees of this activity is Monday through Friday and contains 40 hours of work divided into 5 days of 8 hours each. Generally, the hours of work are established to be from 0730 to 1600 with 30 minutes for lunch periods.

1003. Exceptions to Normal Schedule

1. In order to meet individual departmental requirements, authority to schedule workweek and work hours in individual cases within the hours of 0700 to 1730 is delegated to department heads.
2. When a lunch period is set aside, the length of the shift or workday will be extended by the length of the period allowed for eating.
3. Use of rotating and staggered shifts will be held to the minimum needed to meet established job requirements.

1004. Determining Holiday Benefits in Relation to Work Schedules. Determination of holiday benefits accruing to all employees shall be made under the provisions of CPI 610.

1005. Regulations Pertaining to Overtime

1. The Chief of Staff is the approving official for overtime or compensatory time. This authority may be delegated no lower than department heads or at least one organizational level above the level of the requesting official ordering the use of overtime or compensatory time. NAVCOMPT Form 2282, Overtime/Compensatory Time Request and Authorization, is required and will remain on file in the Comptroller Department to validate individual timecard entries. When the situation prevents prior approval, NAVCOMPT Form 2282 will be accomplished not later than the first normal work day after the overtime work was performed. Overtime and compensatory time worked will be recorded on timecards as prescribed by the payroll office. Discrepancies must be resolved and overtime approved prior to data entry by the civilian payroll clerk.

2. Overtime and compensatory time will be limited, within approved fiscal guidance, to cases of necessity where the supervisor justifies that the workload requiring overtime or compensatory time cannot be accomplished during normal working hours. Compensatory time will not be requested when it is known that the opportunity to grant compensatory time off within three (3) months from the date earned will not be available. Where there is reasonable doubt an employee will be granted compensatory time off, overtime will be approved in lieu of compensatory time.

3. FLSA exempt employees who fail to use compensatory time within three (3) months from the date earned, lose the right both to the compensatory time off and to overtime pay (unless the failure is due to an exigency of the service beyond the employee's control). Nonexempt FLSA employees who do not use earned compensatory time off will be paid the overtime pay no later than the end of the 26th pay period after it is earned.

4. All employees with earned compensatory time must charge leave to their compensatory leave account prior to using any other type of leave (except sick leave) by checking the "Compensatory Time Off" block on the Request for Leave or Approved Absence (SF 71 (Rev. 12-97)).

5. The Comptroller Department will provide status reports to department heads, by department, on compensatory time earned, used, or converting to overtime pay sufficiently in advance of payment to allow scheduling of leave to prevent the inadvertent payment of overtime.

6. Any changes, exceptions and or circumstances pertaining to hours and or days of work not specifically covered under the provisions of this Order shall require the prior approval of the Commander.

1006. Compensatory Time Off in Lieu of Overtime Pay

1. Compensatory time off in lieu of overtime pay derives from entitlement to pay for overtime work (i.e., work in excess of eight (8) hours in a day or forty (40) hours in a week, ordered in advance by management). An employee may request compensatory time off from a scheduled tour of duty sometime during the remainder of the same workweek in which the overtime was worked. Employees entitled to overtime pay solely under Title 5 may be granted compensatory time off during subsequent workweeks. If a nonexempt employee has a potential overtime entitlement under both FLSA and Title 5, the employee must indicate whether he/she desires overtime pay or compensatory time off.

2. If a nonexempt General Schedule employee, whose basic pay is in excess of the maximum rate of basic pay of GS-10, performs irregular or occasional overtime work, management may continue to require that the employee take compensatory time off instead of overtime pay. The employee may be required to take the compensatory time off during the same workweek in which the overtime was worked, or if the employee's entitlement to overtime pay after completion of the workweek derives solely from Title 5, he/she may be required to take compensatory time off during any subsequent workweek not to exceed three (3) months from the date earned. However, if after completion of the workweek a nonexempt employee has any entitlement to overtime pay under FLSA, he/she cannot be required to take compensatory time off instead of overtime pay.

3. Supervisors will ensure employees are afforded the opportunity to take compensatory time off within three (3) months from the date it was earned.

1007. Civilian Personnel Review Board. The purpose of the board is to provide a method for validating civilian positions to ensure that the current structure achieves the best balance between economy and effectiveness, while striving to maintain and improve employee motivation and productivity. The board validates all current civilian position descriptions, and any modifications or changes received, identifies any positions no longer deemed

essential, reviews all requests for new civilian billets submitted and evaluates the authenticity of requirement and determines a recommended civilian strength, remaining within structure and funding limitations. In addition, the board receives and votes on nominations for Civilian Employee of the Quarter and Year.

CIVILIAN PERSONNEL

CHAPTER 2

LEAVE AND ABSENCE

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CIVILIAN PERSONNEL

CHAPTER 2

LEAVE AND ABSENCE

2000. Responsibility

1. Final responsibility for administration of leave regulations rests with the Commander. Authority to approve leave is delegated to the department heads and should be re-delegated to the immediate supervisor whenever feasible. Each supervisor delegated the authority for approving leave or excusing absence will comply with the following procedures.

2. To support the time and attendance record, employees shall request approval of leave (Request for Leave or Approved Absence (SF 71 (Rev. 12-97))). Documentation for leave used shall show the dates, times, and types of leave taken. Leave used shall be documented and approved in writing by a supervisor designated to make such approvals. The minimum charge for leave is 15 minutes.

3. Supervisors have the right to know what their employees' leave balances are and records of employees' leave should be maintained. Employees are informed on a biweekly basis of the status of their leave accounts by their servicing payroll office. The minimum charge for annual leave, sick leave, and leave without pay is determined by this activity to be 15 minutes. There is no authority to combine absences on parts of two calendar days to provide for a minimum charge of annual or sick leave.

4. All types of leave discussed herein are subject to approval. Absence without approval is absence without leave (AWOL) and should not be confused with leave without pay, which is an approved leave. An employee charged with AWOL shall be charged for the exact amount of time absent. When a supervisor finds a subordinate's absence/leave is a problem, he/she should contact Human Resources Office (HRO), New Orleans for advice and assistance.

2001. Types Of Leave

1. Annual Leave

a. Granting Annual Leave. Annual leave may be granted to an employee at any time during the leave year. Marine Forces Reserve maintains a liberal leave policy in circumstances such as but

not limited to (1) death in the family, (2) illness in the immediate family, and (3) religious and Holy Days. The granting of annual leave should not be restricted to the extent that an employee forfeits earned leave because of the restrictions on leave accumulated.

(1) Management may advance annual leave to employees under the restriction that the amount of leave advanced is no more than the amount of leave that will be earned during the leave year. A written request for advanced annual leave must be made to the Commander. A copy of the approval must be sent to the servicing payroll office.

(2) Supervisors and employees have a mutual responsibility to schedule and/or reschedule annual leave to avoid forfeiture. Supervisors should develop annual leave schedules at the beginning of the leave year and adjust these schedules as the year continues to avoid personnel shortages. A concentration of leave at the end of the leave year is to be avoided. If employees choose not to take annual leave which has been scheduled and approved, the leave may be subject to forfeiture if it is over the 240 hour limit.

(3) To meet the requirement of having been scheduled in advance, leave must have been requested and approved in writing (Request for Leave or Approved Absence (SF 71 (Rev. 12-97))), before the start of the third biweekly pay period prior to the end of the leave year.

b. Entitlement. Annual leave may be granted as of the first day of employment to those employees whose appointments are established for 90 days or longer. An employee whose appointment is for less than 90 days is not entitled to annual leave until after having been employed for a continuous period of 90 days under successive appointments without a break in service. Full-time employees accrue annual leave per pay period as follows:

4 hours - employees with less than 3 years of service

6 hours - employees with 3 to 15 years of service

8 hours - employees with 15 or more years of service

c. Maximum Accumulation. Employees are entitled to accumulate and carry over a total of 240 hours annual leave from one leave year to the next. A new leave year begins with the first complete biweekly pay period in the calendar year. Some employees may carry over more than 30 days if they have had previous overseas

employment, if they have restored annual leave, or, in some cases, if the activity has been slated for closure.

d. Requesting Annual Leave. Annual leave must be requested. The prescribed form for requesting leave is the Request for Leave or Approved Absence (SF 71 (Rev. 12-97)). Requests should be made as far in advance of the leave dates as possible, especially in cases of extended leave. It is the responsibility of the individual employee to determine whether or not leave has been approved prior to beginning any period of leave. In the event of unforeseen circumstances, employees must request approval of emergency annual leave by notifying the authorizing supervisor as soon as possible prior to the absence and normally no later than one hour from the start of the employee's first scheduled work shift.

e. Charging Leave

(1) The minimum charge for leave is 15 minutes.

(2) Employees earn and are credited with leave on the basis of the biweekly pay period.

(3) Leave shall be charged only for absence on days which an employee would otherwise work and receive pay. If a holiday is declared a workday and the employee is absent without permission, the employee's pay will be docked one day's pay.

f. Restoration of Forfeited Annual Leave. Unused annual leave in excess of the specified limitation of 240 hours carryover that has been forfeited may be restored in the case of administrative error, exigencies of the public business as determined by the Activity Head, or sickness of the employee which may have prevented the use of annual leave that was scheduled and approved for use at least three full pay periods prior to the end of the leave year. In requesting restoration of forfeited annual leave, the previously approved annual leave must have been canceled for any of the reasons described above. The request for restoration should be forwarded to the Commander for approval/disapproval. If approved, the activity will forward the request and decision to the servicing payroll office. Advice should be obtained from HRO New Orleans.

2. Sick Leave

a. Accrual. Full-time employees accrue sick leave at the rate of four hours for each full biweekly pay period. The amount of sick leave which an employee may accumulate is not limited.

b. Conditions for Granting Sick Leave. An employee is entitled to sick leave under the conditions listed below. The

granting of sick leave is an administrative responsibility. The nature of evidence required to determine that an employee was incapacitated for duty or undergoing medical, dental, or optical treatment is also discretionary. The Request for Leave or Approved Absence (SF 71 (Rev. 12-97)), however, when properly filled out and signed, is normally considered as acceptable evidence. The following general procedures apply when an employee requests sick leave:

(1) Mandatory Approval of Sick Leave. In requesting sick leave, if an employee has followed leave procedures, provided documentation acceptable to the activity, and accrued sick leave, the request for sick leave will be approved when:

(a) The employee is required to receive treatment as a disabled veteran; or

(b) The employee is incapacitated by illness, injury, or pregnancy; or

(c) The employee is receiving emergency medical, dental, or optical examination or treatment; or

(d) The employee's presence on the job would jeopardize the health of others because of exposure to a contagious disease which requires isolation, quarantine or restriction of movement for a particular period as prescribed by local health authorities having jurisdiction. (The same is true if an employee must care for a family member who is restricted from contact with others due to a contagious disease requiring quarantine, the need for isolation or the restriction of movement); or

(e) The employee is required to take a physical examination on behalf of the Military Reserve.

NOTE: Registration and required physical examination under the Military Selective Service Act are to be treated as an excused absence (no charge to leave or loss of pay).

(2) Discretion in Approval of Sick Leave. Under certain circumstances, approval of sick leave is at the discretion of the activity. In such situations, careful review of individual cases should be made, while maintaining consistency for similar actions. Such situations include one or more of the following:

(a) The employee fails to follow leave procedures;

(b) The employee fails to provide documentation acceptable to the activity;

(c) Abuse or fraud is suspected or evident;

- (d) The employee does not have any sick leave accrued.

Under these discretionary situations, the activity may decide to approve sick leave, annual leave, or leave without pay, or charge absence without leave. If the employee has no accrued sick leave, the activity may choose one of the other leave options identified herein, or consider granting advanced sick leave, if warranted.

(3) Granting of Sick Leave in Other Situations. Sick leave may be granted in the following situations:

(a) When an employee is absent from duty to participate in the treatment of a condition personal to the employee, including a condition relating to the alcoholism or drug abuse of a member of the employee's immediate household when family therapy is an element of the treatment regimen.

(b) When an employee applies for all sick leave to their credit prior to separation for disability retirement.

c. Procedures for Requesting Sick Leave

(1) Employees who are absent due to illness shall notify their immediate supervisor, or the next higher level supervisor in case the immediate supervisor is absent, to request sick leave as soon as possible, but no later than one hour from the beginning of the employee's first scheduled work shift, unless a bargaining agreement specifies otherwise. The employee shall notify the supervisor of the nature and possible duration of the illness. In case of extended illness (one pay period or more), an employee will normally not be required to notify his/her supervisor daily; however, the employee should submit medical documentation notifying the supervisor of his/her progress and expected date for return to duty. An SF-71 is normally submitted at least each pay period. If an employee fails to give such notice on a timely basis, the supervisor should consider the employee's explanation before determining whether to grant sick leave, annual leave, leave without pay, or place the employee in an AWOL status.

(2) Sick leave for medical appointment or treatment should be requested by SF-71 as soon as possible but at least 24 hours in advance. In case of emergency, verbal approval should be obtained and the SF-71 completed within 24 hours after returning to duty.

(3) Illness which occurs during a period of annual leave may be charged as sick leave and the charge against annual leave reduced accordingly. Application for conversion of annual leave to sick leave shall be submitted on an SF-71 within 48 hours after

return to duty and shall be substantiated in the same manner as any other request for sick leave.

(4) Normally, the employee's certification will be sufficient to support a charge to sick leave for absences of three working days or less. Periods of absence on sick leave in excess of three working days should be supported by a medical certificate. This certificate should be furnished to the appropriate activity official no later than 15 days after the employee returns to duty. Signed statements by employees explaining the nature of their illness may be accepted when it is unreasonable to require a medical certificate because the illness does not require the services of a physician, or other valid reasons.

d. Abuses of Sick Leave. A medical certificate is normally not required to support an application for sick leave when the absence is for a period of three workdays or less. However, in individual cases, if there is reason to believe an employee may be abusing sick leave privileges, a medical certificate may be required to support each subsequent application for sick leave. Examples of leave abuse patterns include:

- (1) Sick leave on the first workday following pay days;
- (2) Sick leave on Fridays or Mondays, for a 3-day weekend;
- (3) Excessive intermittent sick leave absences of short duration, or
- (4) Sick leave requests when annual leave has been denied.

When there is reason to believe that sick leave is being abused, the employee should first be counseled concerning the questionable sick leave record and advised that a medical certificate may be required to support any future granting of sick leave, regardless of the duration. If the sick leave record does not improve within a reasonable time, the employee will then be issued a letter requiring that all future requests for sick leave be supported by a medical certificate. This letter, which should be prepared by HRO New Orleans, will clearly articulate all requirements and conditions imposed, and should explain the reasons for the requirement. Letters of requirement may be grieved. Failure to comply with the letter of requirement may be considered a basis for denying sick leave and carrying the employee in an AWOL status. Additionally, since the letter of requirement is a written order, failure to comply may also be considered a disciplinary offense in and of itself. The attendance record of employees required to submit a medical certificate for each absence on sick leave should be reviewed annually, except in those cases where bargaining

agreements require more frequent reviews. The requirement should be rescinded in writing at such time as improvement in an employee's sick leave record warrants. (Until the letter of requirement is issued, the employee may not be required to bring in a medical certificate for absences of three days or less.)

e. Advancing Sick Leave. Sick leave not to exceed 30 days may be advanced to employees. Approval of applications from employees of Marine Forces Reserve is the responsibility of the Commander; however, this approval authority may be delegated to the department head level. Because of the technicalities involved, HRO New Orleans should be contacted for advice and assistance in cases where such an advance is being considered. A request for advanced sick leave should be submitted in writing, supported by medical documentation, to the Activity Head via the immediate supervisor. A copy of the Activity Head's approval of advance sick leave should be forwarded to the servicing payroll office.

(1) Advances of sick leave are to be limited to cases of serious disability or illness when, in the opinion of the head of the activity, the urgencies of the situation so require and there is reasonable assurance that the employee will return to duty.

(2) Sick leave may not be advanced when it is known that the employee is contemplating retirement or resignation or when it is anticipated that he/she may be separated. Activities should use care in advancing sick leave since there is no requirement for an employee who separates due to disability or illness (retirement or resignation) to repay advanced sick leave.

(3) Since employees accrue only 13 days sick leave a year, it takes approximately two years and four months to repay a 30 day sick leave advance. Accordingly, all available sick leave to the employee's credit must be exhausted and supervisors should seriously consider requiring the employee to use all or part of available annual leave before advancing sick leave.

3. Military Leave. The Department of the Navy (DON) cooperates with all reserve components of the Armed Forces by granting a leave of absence for military training purposes so far as practicable and in accordance with Office of Personnel Management (OPM) regulations.

a. Upon presentation of competent orders, full-time career and career-conditional employees and temporary-indefinite or term appointees who are members of the reserve components of the Armed Forces or National Guard will normally be granted 15 calendar days absence with pay in any fiscal year when on active duty or engaged in field or coast defense training. Employees may carry over up to

15 days military leave into the next year, not to exceed 30 days in any leave year. This carry over provision increases an employee's potential military leave up to 30 days. Extreme cases, which may warrant keeping the employee at the work site, should be reported to the component ordering the employee to active duty to attempt to reach a mutually agreeable solution; employing activities may not unilaterally refuse military leave to an employee who presents competent orders.

b. Part-time career and career-conditional employees are entitled to military leave at a rate determined by dividing 40 into the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Employees are not eligible for military leave unless the active duty is as a reservist or a member of the National Guard. Employees are not eligible for military leave for summer training as members of Reserve Officer's Training Corps, Temporary Coast Guard Reserve, participation in parades by members of the state National Guard, training with a state guard or other military organization, or Civil Air Patrol.

c. If an employee's military service extends beyond the period in which he/she is entitled to military leave, he/she may be granted annual leave or leave without pay for such military service. Non-workdays falling within a period of absence on military training duty are charged against the 15 calendar days of military leave allowed during the year; however, non-workdays occurring at the beginning or end of the training period are not charged.

d. Law enforcement leave is a special category of military leave for non-temporary employees who are members of the National Guard or a reserve component of the Armed Forces for the purpose of aiding in law enforcement in such situations as riots or prevention of looting in a disaster. The limit for such leave is 22 workdays in a calendar year. (This leave may not be used for any days in excess of 15 for training or other non-law enforcement duty.) However, if the 22-day/year law enforcement leave is exhausted, either 15-day/year military leave or annual leave may be granted for additional enforcement duty. Gross military pay (exclusive of travel, transportation, or per diem allowances) received for law enforcement duty is offset against civilian entitlements for the period, the difference being retained by the employee.

4. Court Leave. Court leave is the authorized absence, without charge to annual leave or loss of compensation, of an employee for jury duty, or for attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government. Court leave will be authorized when an employee is summoned for witness service on behalf of a private party, in a non-official

capacity, when the party is the United States, District of Columbia, state, or local government. The court or judicial proceeding may be located in the District of Columbia, a state, territory, or possession the United States.

a. An employee who receives a summons for jury duty shall be granted court leave for the entire period, from the reporting day and time stated in the summons to the time of discharge by the court, regardless of the number of hours or days actually served on the jury. The term of jury service does not, however, include periods during which the employee is excused or discharged by the court, either for an indefinite period subject to call by the court or a period of one day or even substantial part of a day. During such periods, the employee shall return to duty.

(1) Application for court leave (SF 71) will be submitted in advance and must be supported by a true copy of the summons. Court leave for jury duty is granted to both permanent employees and temporary employees of the United States and the District of Columbia both full-time and part-time.

(2) Regular full-time, temporary full-time, and part-time employees may be granted court leave while serving as witnesses in a judicial proceeding or testifying in a non-official capacity in behalf of the Federal, state, or local government.

b. Jury Fees. Employees who are absent from their regularly assigned duties to serve as jurors in a state or local court must collect all fees and allowance payable, as a result of the jury service and personally deliver the fees collected to the Civilian Payroll Office.

(1) Employees with regularly scheduled tours of duty who perform jury service which does not conflict with their hours of employment may retain the usual fees for jury service.

(2) Employees who perform jury service on non work days outside their regular tours of duty are entitled to retain the fees received for such service.

(3) United States Court. Employees who perform jury service in a court of the United States during any of the hours in which they are in a pay status may not be paid any jury fees for that day.

(4) Employees who perform jury service on holidays falling within their basic work week may retain the Jury fees, provided they would have been excused from their regular duties on the holidays.

(5) Employees in a leave without pay status when called for jury service may retain fees and allowances payable.

c. Employees who are eligible for court leave may not elect to take annual leave during a period of jury service and retain the fees received.

d. Employees performing witness service on behalf of the United States or District of Columbia will not be paid witness fees. The time served as witnesses is considered official duty.

e. Employees called as witnesses for the United States or the District of Columbia while absent from their duties on leave without pay for the entire period serving as witnesses may accept and retain witness fees.

f. Employees testifying in their official capacity on behalf of a party other than the United States or the District of Columbia, or summoned as witnesses in a non-official capacity on behalf of a state or local government, are required to collect the authorized witness fees and deliver them to the civilian Payroll office.

g. Employees who are required to take annual leave or leave without pay in order to testify in a non-official capacity on behalf of a private party may retain the fees and expenses related to such witness service.

5. Absence for Maternity Reasons

a. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability. An employee should make known to her immediate supervisor her intent to request leave for maternity reasons including the type of leave, approximate dates, and anticipated duration. Leave for maternity reasons may include a combination of sick leave, annual leave, and leave without pay. Sick leave may be used to cover the period of incapacitation as documented by a physician. If sick leave is exhausted, annual leave, if available, or leave without pay will be granted. This obligation to grant leave without pay extends only to non-temporary employees.

b. After delivery and recuperation, the employee may desire a period of adjustment or lead time to make arrangements for the care of the child. Such additional leave requirements must be requested by the employee and approved by the activity. Available annual leave or leave without pay may be used for this purpose. A leave request for maternity absence will be submitted to the immediate supervisor on an SF-71. The request will include under "Remarks" a statement of the amount of available sick leave and

annual leave. A statement from the employee's personal physician as to the expected dates of confinement should be included on the reverse side of the SF-71 or as an attachment to the form.

6. Absence for Paternity Reasons. Annual leave or leave without pay may be granted to a male employee for purposes of assisting or caring for his minor children or the mother of their newborn child while she is incapacitated for maternity reasons.

7. Leave Without Pay

a. Leave without pay (LWOP) is a temporary non-pay status and absence from duty, granted upon the employee's request. The approval of LWOP is at the discretion of management except as specified in paragraph (2) below. To protect employee status and benefits, it is the policy of the Marine Reserve Force to grant LWOP, when requested, in the following circumstances:

(1) Pending final action of the Office of Personnel Management on an application for disability retirement, after all sick and annual leave have been exhausted;

(2) During any period pending action by the office of Workers' Compensation Programs (OWCP) on an employee's medically documented claim resulting from work-related injury or illness.

(3) For at least 1 year while an injured or disabled employee is receiving compensation through OWCP. Extension of such leave may be granted based on a review of the individual case.

(4) Disabled veterans are entitled to LWOP, if necessary, after annual and/or sick leave as permitted by law has been exhausted, for medical treatment, examination, or for making appointments under Executive Order 5396. Such leave shall be granted upon presentation of an official statement from a duly constituted medical authority that medical treatment is required. The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his/her absence.

(5) Reservists and National Guardsman are entitled to LWOP if necessary to perform military training duties.

(6) Employees who are dependents of transferring military personnel or of Federal employees required to move on rotational assignments in a transfer of function or relocation of an activity shall, upon request, be granted up to 90 days leave without pay provided their work performance has been satisfactory and they

express an intent to seek Federal employment at the new location. Before departure, a dependent requesting leave under this provision will be required to sign a resignation with the date to be effective at the expiration of the LWOP period in the event other employment is not obtained. Extensions requested by the employee may be granted in 90-day increments not to exceed one year from the inception date.

(7) For maternity or paternity reasons to enable parents to care for newborn children without a break in service.

b. Requests for leave without pay for other reasons will be considered on a case by case basis. Such consideration will take into account the cost and inconvenience to the government as well as the benefits to be derived by the employee and/or the activity concerned. Extended leave without pay will normally be granted only when the services of the employee can be spared without serious detriment to the work in which he/she is engaged, when it can reasonably be expected that the employee will return to work, and when it is apparent that at least one of the following benefits would result: increased job ability, protection or improvement of the employee's health, retention of a desirable employee, or furtherance of a program of interest to the government.

c. Leave without pay should be authorized initially for periods of no more than 52 weeks. Requests for an extension of leave without pay in excess of one year should be scrutinized carefully for adherence to the criteria described above.

d. Requests for leave without pay will be submitted on an SF-71 with justification given under the "Remarks" section. When LWOP extends beyond 30 calendar days, a Request for Personnel Action (SF-52) should be processed.

e. Immediate supervisors will normally approve LWOP of 30 calendar days or less. Department heads or higher organizational levels will approve LWOP in excess of 30 days unless otherwise stated in an activity's absence and leave policy.

8. Absence Without Leave. Absence without leave (AWOL) is absence for which the employee did not obtain advance approval, and for which a subsequent Request is disapproved. AWOL is a non-pay status, but does not in itself constitute a disciplinary action; however, it may be used as the basis for taking disciplinary action.

9. Excused Absence. Excused Absence is an absence from duty, administratively authorized, without loss of pay and without charge

to leave. Agency heads or their designees have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or a Government-wide recognized and sanctioned purpose. Limitations on the more common situations where excused absence is granted are as follows:

a. Registration and Voting. Employees who desire to vote or register in any election or referendum on a civic matter in their community may be excused that length of time which will permit them three full hours after the polls open or before the polls close whichever is the lesser amount of time. For example, an employee whose shift begins at 7:45 a.m. and ends at 4:15 p.m. may be excused for fifteen minutes (at 4:00 p.m.) at the end of the workday to allow three full hours in which to vote before the polls close.

b. Blood Donation. Employees are encouraged to serve as blood donors and should be excused from work without charge to leave for the time necessary to donate the blood, and for necessary travel to and from the donation site. The maximum time will not exceed four hours, except in unusual cases, such as the employee having to travel a long distance or when unusual need for recuperation occurs. The four hours, and any extended time, must be taken in the same day.

c. Tardiness and Brief Absences. Allowance for tardiness and brief absences is limited to periods of less than one hour at the discretion of department heads concerned. The absence may also be compensated for by additional work or may be charged against any compensatory time the employee may have to his/her credit. In excessive cases, tardiness and necessary or unavoidable absence of less than one hour after reporting for work may be charged to annual leave or leave without pay (if annual leave is not available) in multiples of 15 minutes. Employees may not be required to work during the periods of time charged to leave. Tardiness or unavoidable absence which has been excused or charged to leave may not be used as a basis for disciplinary action. When tardiness is habitual, the proper action is to not excuse, but to carry the employee in an absent without leave status. Disciplinary action may then be taken.

d. Taking Examinations. Employees may be excused in order to take examinations given by or taken at the request of the employing activity. Approved absences in order to take examinations not required or requested by the employing activity will be chargeable to annual leave or leave without pay.

e. Attending Conferences and Conventions. Excused absence of this type shall be limited to five work days per calendar year. Such absences may be restricted to those situations in which the employee is an official representative of the organization involved or is a contributor on the agenda. Employees will not be excused to attend conferences or conventions of political parties or partisan political groups or committees.

f. Employment Interviews. Employees may be excused without charge to leave or loss of pay to participate in interviews when: (a) competition is for a position within the Department of Defense; or, (b) the individual is under notice of separation or change to lower grade for any reason except personal cause. Time spent in interviews in circumstances other than those above will be charged to annual leave or, if requested by the employee, leave without pay.

g. Illness Caused by Required Vaccinations or Immunizations. When an employee is absent because of illness from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge to leave or loss of pay, provided the medical officer administering the vaccination or immunizations certifies to the necessity for the absence.

h. Emergency Rescue or Protective Work. Employees who can be spared without interference with essential agency operations and obligations may be excused to participate in emergency rescue or protective work during an emergency such as fire, flood, or search operations. Such participation shall normally be limited to a maximum of five workdays per year. Employees may not be excused from duty without charge to leave for the purpose of performing rescue or guardsman duty which otherwise would be covered by military leave.

i. After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than sixteen hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. Excusal under this authority will not normally exceed four hours.

j. Absence for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U. S. government, provided such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as

making arrangements for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports.

k. Appeals, Grievances and Discrimination Complaints. Appellants may be excused for a reasonable length of time to obtain information and assistance which is only available during working hours. Appellants, their witnesses, and representative who are employees, shall be excused without charge to leave to attend hearings in connection with appeals, grievances, and discrimination complaints.

10. Administrative Dismissal

a. It is within the administrative discretion of the head of the activity to close all or parts of an activity for brief periods. This authority will be used sparingly to cover all short periods of time, normally not to exceed three consecutive workdays, for any single period of absence. An activity may be closed under this authority when:

(1) Normal operations of an establishment are interrupted by events beyond the control of management or employees such as Mardi Gras.

(2) For managerial reasons, the closing of an establishment or portions of it are required for a short period of time.

b. Generally, an administrative order to dismiss employees is governed by local instruction and does not apply to employees working in services which cannot be suspended or interrupted or who cannot be excused for reasons of national security or other public reasons. To assure continuity, employees should be notified of procedures and/or instructions to be followed when a dismissal is announced during off duty hours.

c. When an administrative order to dismiss employees is given, all nonessential employees are excused from work without loss of pay or charge to leave. Employees must be in an actual duty status in order to be excused. Employees who are not in an actual duty status when notification of dismissal occurs after opening hours must be charged the appropriate leave for the entire period of absence.

d. In the event of early dismissal, employees on shifts which follow a shift which has been dismissed early will be expected to report for duty unless the notice of early dismissal specifically cancels later shifts for that day.

e. An intermittent employee who has no regularly scheduled tour of duty is not paid when he/she does not work on a non-workday.

f. An employee who is serving under an appointment limited to 90 days or less or who has not been currently employed for a continuous period of 90 days under one or more appointments without a break in service is not paid for a non-workday unless the employee actually works that day.

g. The authority may not be used for periods of interrupted or suspended operations which would ordinarily be covered by the scheduling of leave, furlough or the assignment of other work. Dismissals due to unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare, and emphasis should be placed on the correction of these conditions. Before administrative allowances may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Group dismissal authority will not be used to create a holiday. It may not be used to excuse employees before a holiday; for example Christmas Eve or New Year's Eve. Such allowances are authorized only by the President of the United States.

h. It is in the public interest to relieve employees from work to participate in civil activities which the Government is interested in encouraging.

i. Administrative leave may be granted by the supervisor up to one hour when reasons appear to be adequate.

13. Family and Medical Leave Act. The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specific family and medical reasons. Employees may choose to use accrued annual or sick leave, when appropriate, to cover some or all of the FMLA leave. FMLA leave may be taken for medical reasons, for the birth, adoption or foster care of a child, and for the care of a child, spouse, or parent who has a serious health condition. Specific guidance on entitlement and procedures applicable to this program may be obtained from HRO New Orleans.

14. Leave Sharing Programs (Voluntary Leave Transfer and Voluntary Leave Bank). The Federal Employees Leave Sharing Amendments Act of 1993, Public Law 103-103, made the voluntary leave transfer and voluntary leave bank programs permanent. The law permits an employee to participate in both leave transfer and leave bank

programs in the same agency for the same medical emergency if his or her agency has established both programs. Specific guidance on how to apply to be a leave recipient or a leave donor, or information on procedures applicable to this program may be obtained from HRO New Orleans.

a. The Voluntary Leave Transfer Program permits Federal employees to donate accrued annual leave, not to exceed one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made, for use by other Federal employees for a medical emergency. As defined by OPM and DON regulations, a medical emergency is a medical condition of an employee or a family member of an employee that may require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave. Donated leave may be used by the recipient only for the documented medical emergency. Upon termination of the medical emergency, the unused donated leave shall be transferred pro rata back to each donor (5 CFR 630.91 1).

(1) Leave donors may not contribute to an immediate supervisor.

(2) An employee who desires to become a leave donor may submit a voluntary written request to his/her employing activity indicating that a specified number of hours of his/her accrued annual leave may be transferred to another employee.

b. An employee who has been affected by a personal emergency and desires to become a leave recipient may submit a written application to the Commander.

c. Under the Voluntary Leave Bank Program (5 USC 6361-6373 and 630.1001), employees can make a specified contribution of annual leave to their agency's leave bank in order to become leave bank members. Should a leave bank member experience a medical emergency, he or she can apply to the leave bank board for withdrawal of annual leave from the leave bank.

15. Furlough. A furlough action is the placement of an employee in a temporary non-duty and non-pay status on a continuous basis (i.e., 10 consecutive days), or a noncontinuous basis (i.e., 1 day a week) because of lack of work or funds or for other non-disciplinary reasons. An employee may be furloughed for up to one year.

16. Suspension. Suspension is the placement of an employee in a temporary non-pay and non-duty status for disciplinary reasons.

CIVILIAN PERSONNEL

CHAPTER 3

TIME AND ATTENDANCE

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TIME AND ATTENDANCE

3000. Time and Attendance

1. The certification of time and attendance is an authorization for the expenditure of government funds. Supervisors are responsible for the timely and accurate preparation, certification, and submission of time and attendance reports. The supervisor may assign checking of daily attendance and posting of time and attendance to a timekeeper. Assignment of these duties to a timekeeper does not relieve the supervisor of the responsibility for the accuracy of time and attendance he/she certifies. The supervisor should inform the timekeeper when an employee is on any type of leave or has worked any type of premium work.
2. Timekeeping is a critical function and personnel chosen as timekeepers must be competent and responsible and, if possible, collocated with the employees whose records they keep.
3. Since certified time and attendance source documents are subject to audit, certifying officials are responsible for furnishing justification or clarification of certified time and attendance.

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CHAPTER 4

HOLIDAYS

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CHAPTER 4

HOLIDAYS

4000. Legal Holidays. The following days are legal holidays and non-workdays for Federal Employees:

1 January	New Year's Day
Third Monday in January	Martin Luther King, Jr. Day
Third Monday in February	President's Day
Last Monday in May	Memorial Day
4 July	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
11 November	Veterans Day
Fourth Thursday in November	Thanksgiving Day
25 December	Christmas Day

1. When the above designated holidays occur on a workday within the basic workweek, holiday routine shall be observed on the day concerned.

2. Employees who work a normal five-day, 40-hour workweek, Monday through Friday, will comply with the following:

a. If the holiday occurs on Sunday, the Monday will be observed as the employee's holiday and the basic 40-hour tour of duty is considered to include 8 hours that day.

b. If the holiday occurs on Saturday, the preceding Friday will be observed as the employee's holiday and the basic 40-hour tour of duty is considered to include 8 hours on that day.

3. Unauthorized absence on a holiday (failure to report to work when ordered to do so) shall be treated the same as any other unauthorized absence.

4001. Half-Holiday. When a half-holiday is declared, employees are entitled to holiday benefits for one-half of the shift regularly scheduled for that day. If 8 hours of work had been scheduled, employees would be entitled to 4 hours of holiday benefits; if 16 hours of work had been scheduled, 8 hours; if 4 hours of work had been scheduled, 2 hours; etc.

4002. Holidays Occurring on Two Consecutive Days. When holidays occur on two consecutive days (such as when Christmas Eve is declared a holiday), entitlement to holiday benefits for either or both days will be determined in accordance with the rules for holidays.

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CHAPTER 5

POLITICAL ACTIVITY

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CHAPTER 5

POLITICAL ACTIVITY

5000. Policy. DON refrains from considering the political opinions or affiliations of applicants and employees in matters of employment except when membership in a political party or organization legally constitutes a disqualification for Federal government employment.

5001. Permissible Activities. The Political Activity Poster, summarizes the permissible and the prohibited political activities of Federal employees. This poster will be prominently displayed on all bulletin boards.

1. Employees who intend to run for office in nonpartisan elections must submit a request for approval to the Commanding General and must set forth specifically and in detail all information concerning the office involved. Such information will include, but is not limited to, whether the office is full or part-time, with or without compensation, and whether there is a possibility that the holding of office will interfere with the regular and efficient discharge of the employee's Federal duties.

2. It is the responsibility of each employee concerned to ensure that outside activities, whether elective or volunteered, will not interfere with, or adversely affect or reflect an performance of official duties.

5002. Partisan Political Activity. Nothing in this Order shall be construed as permitting a Federal employee to engage in any partisan political activity prohibited by Section 7324 of Title 5, USC.

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CHAPTER 6

EQUAL EMPLOYMENT OPPORTUNITY

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CHAPTER 6

EQUAL EMPLOYMENT OPPORTUNITY

6000. Marine Forces Reserve Policy. The Marine Forces Reserve is committed to a policy that all persons will be accorded equal opportunity in all civilian employment matters to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex or national origin and to promote the full realization of equal employment through a continuing affirmative action program. All qualified personnel will receive impartial consideration for initial employment and subsequent promotion. All employees will be granted equal prestige and security during employment and be permitted to enjoy equal opportunities for career development.

6001. Equal Employment Opportunity Officer. The Commander is designated Equal Employment Opportunity Officer (EEOO) for this Command and is responsible for the development of local plans and procedures to implement the EEO program.

6002. Deputy Equal Employment Opportunity Officer. The Deputy Equal Employment Opportunity Officer (Deputy EEO) is the principal advisor to the EEOO on all matters relative to the implementation of the activity EEO Program and is located in the Human Resources Office.

6003. Federal Women's Program Manager. The Federal Women's Program Manager (FWPM) will assist the Deputy EEOO in assuring equal opportunity for women is an integral and functioning part of the Marine Reserve Force EEO Program.

6004. Equal Employment Opportunity Counselors. Equal Employment Opportunity Counselors serve as a bridge between employees and management by attempting to resolve EEO problems which are brought to their attention on an informal and confidential basis.

6005. Supervisors and Managers. Supervisors and managers are personally responsible for achieving full integration and maximum utilization of minorities and women. The effectiveness of supervisors and managers in furthering the objectives of equal employment opportunity is a factor which will be considered in the annual performance ratings.

6006. Director, Human Resource Office. The Director, HRO will ensure the availability of members of his/her staff for advice, consultation and guidance on specific or general questions concerning EEO.

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CHAPTER 7

TUITION ASSISTANCE

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CHAPTER 7

TUITION ASSISTANCE

7000. Civilian Tuition Assistance Program. The Civilian Tuition Assistance Program is designed to encourage civilian employees to attend job related off-duty education courses offered by regionally accredited colleges and universities. Tuition assistance is normally available to civilian employees who are:

1. Currently filling permanent positions and have at least one year of continuous civil service.
2. Involved in occupation oriented self-education and training activities.
3. Not receiving other educational benefits (i.e., G.I. Bill, Scholarships, etc.) which are sufficient to pay for the expenses covered by this program.

7001. Tuition Assistance Funds. Tuition assistance will operated by reimbursement and is subject to the availability of funds. In the event sufficient funds are not available to cover all of the allowed expenses of employees registered in the program for a given quarter/semester, the available funds will be distributed on a pro-rata basis.

7002. Activities Eligible For Tuition Assistance. The kinds of activities eligible for tuition assistance are those related to the employee's current permanent position; activities related to a different position within the employee's occupational career field that the person could reasonably expect to hold within the next three to five years; or an occupational career field used at this command for which an employee has established a likelihood of satisfying its qualification requirements.

7003. DD Form 1556. Registration will be accomplished with a properly completed DD Form 1556. A separate DD Form 1556 must be completed for each course enrolled in (limit of two per quarter/semester). Employees desiring to register should initiate a DD Form 1556 through their immediate supervisor in time to ensure that it is received by the Civilian Personnel Coordinator (CPC) no later than 15 days prior to the date of the first class meeting. In addition to the personal and course data required on the DD Form 1556, the following signatures are required before submission to the CPC:

1. Block 32. The supervisor must certify that the training is job related. Courses which exhibit prima facie job relatedness will be certified on the DD Form 1556, those where job relatedness is not apparent will require supplemental justification before approval.
2. Block 34. This requires the signature of the Section Head.
3. Privacy Act Statement (Reserve side of Form). This must be signed and dated by the trainee.
4. Block 38f (Reverse side of Form). This must be signed and dated by trainee.
5. Block 39a (Reverse side of Form). This must be signed and dated by trainee.

7004. Expenses Eligible For Reimbursement. Expenses eligible for reimbursement are the tuition or registration fees charged by the training source, and required texts/workbooks. However, in order to eliminate unreasonable costs, reimbursement will be limited to costs charged by State Colleges and/or Universities (when the course is available thereat). Any costs at private institutions that are in excess of that amount average will be the responsibility of the employee.

7005. Expenses Not Eligible For Reimbursement. Expenses not eligible for reimbursement are materials, transportation, overtime, and miscellaneous fees (e.g. parking, student activity, nonresident, library, laboratory, medical, late fee, health).

7006. Reimbursements. Reimbursements will be processed upon presentation of itemized expense receipt(s) and proof of satisfactory completion (grade C or better) for the previously approved course of study. The employee will submit the above documents to the Civilian Personnel Coordinator within 30 calendar days after the ending date of the course (i.e., academic quarter or semester).